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STATISTICAL REPORTING BRANCH

ANNUAL REPORT FOR FISCAL YEAR 1970

Approved For Release 2001/09/03 : CIA-RDP79-00235A000100030010-7

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EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

10 JUL 1970

MEMORANDUM FOR: Chief, Control Division

FROM : Chief, Statistical Reporting Branch

SUBJECT : Annual Report for Fiscal Year 1970

The beginning of Fiscal Year 1970 found this office closing out the final quarterly reports of the BALPA-Phase I and Phase II exercise and the starting of the new Fiscal Year 1970 Overseas Personnel Reduction Program (OPRED), which called for a 10% reduction of overseas personnel by 30 June 1970.

In addition to the above, below are some of the highlights of activities which occurred during Fiscal Year 1970:

- A. Fiscal Year 1970 Agency ceiling allocation was a $2\frac{1}{2}$ reduction under the previous Fiscal Year. This reduction called for a closer monitoring of Agency strength through restrictions on professional accessions and reassignments of clerical EOD's out of the Clerical Pool. We prepared daily and weekly strength reports to assist management in their control of Agency strength. The end of this Fiscal Year found the Agency's on duty strength 45 below ceiling.
- B. A new ADP system was established called "PERHAM" (Personnel Honor and Merit Awards), which will maintain a record of all personnel, Agency and Non-Agency employees, who have received one or more of the Agency Awards for outstanding work in the field of intelligence. This new system will also generate recurring reports, reflecting names and statistics, for the Honor and Merit Awards Board.
- C. The qualifications of the GS-08 through GS-15 "D" designated employees have been coded and the data made part of the Agency's Qualifications Record. The reports produced from the Clandestine Service's qualification data will be controlled and used solely by the Clandestine Service.
- D. The Report Analysis made of all the computer generated reports that are controlled by the Office of Personnel has resulted in the following decisions:

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- (1) 63 reports were identified for deletion of which, 29 have been deleted and the remaining 35 will be deleted when the new 3rd generation ADP requirements are finalized and running;
- (2) 290 reports have been recommended for continuation without modification;
- (3) 336 reports were recommended for continuation but with modification; and,
- (4) At this review, there were 26 new requirements proposed for the new 3rd generation computers.

- E. The Language Control Register was established at the request of the Agency's Language Committee, and is being published each month by office. Along with this request, the Language Committee had also requested that the T/O positions appearing on the regular Agency T/O's be identified as to those that have a "Specific" or a "General" language requirement and to show the language(s) required and the level of skills. These T/O positions have been identified and are now appearing on the regular Agency T/O's.
- F. This office is responsible for the processing of T/O Changes that appear on the Staffing Complement Change Authorization Forms, which are prepared by PMCD, and we normally process on an average of 600-800 changes per month. In June, however, there were over 3000 changes processed in order that the Agency T/O's reflect reductions in year end manpower levels as requested by the President.
- G. Assisted the Agency Language Committee and OCS in the preparation of a 5" X 8" card on each employee who had claimed a proficiency in one or more languages, and the distribution of the same to each training officer. Employees appearing on the 5" X 8" cards were asked to check the appropriate box on the card to indicate whether or not they wanted to be Tested, to Disclaim, or to Delete the language from their record. There were 2954 cards distributed but the results were not given to this office.
- H. The semi-annual Age and Grade Distribution tabulations by Service Designation, which heretofore required approximately 360 manhours per annum to manually prepare for distribution, have been re-programmed by OCS so that there will be very little manual preparation required before the tabulations can be distributed. Along with the benefit of savings in manpower is the benefit of having the tabulations distributed 2 to 3 months earlier.

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I. ACCOMPLISHMENTS:

- A. The final BALPA Phase I and Phase II reports for the quarter ending 30 June 1969 and 30 September 1969, respectively, were compiled and sent forward.
- B. The new Fiscal Year 1970 Overseas Personnel Reduction Program (OPRED) was put into operation with controls and scheduled reporting established. The last quarterly report has not yet been completed but it appears that there will be some identified reductions still outstanding after the target date of 30 June.
- C. The Report Analysis of all the computer generated reports resulted in the deletion of 29 reports with 35 more identified for reduction when our future ADP requirements are finalized; 290 reports recommended for continuation without modification; and 336 reports recommended for continuation but with modification.
- D. There were 26 new ADP requirements submitted to the SIPS Group. These requests were included in the Reports Analysis package that was returned to the SIPS Task Force and each requirement was not presented in great detail but in a brief narrative form.
- E. Established the Clandestine Service Qualifications Registers, which are identified as the Specialty and Home Base Registers. These registers contain the qualifications of all the "D" designated, GS-08 through GS-15, employees and are prepared solely for the Clandestine Service's use.
- F. The Statistical Reporting Branch prepared 175 special requests as compared to 125 for Fiscal Year 1969. This is a 40% increase.
- G. There were 71 special requests submitted to the Office of Computer Services for preparation which is a 25% increase over Fiscal Year 1969 in which there were 57 requests submitted.
- H. The various proposals submitted in "Book Form" by the SIPS Task Force were reviewed and comments forwarded. These proposals included the "Case Processing and Evaluation Reports" (CAPER), "Identification of Personnel In the Manpower Control System" (Affiliations), and "Central Badging" (CENBAD).
- I. Over 3000 T/O Changes were processed through SRB during the month of June so that T/O's would reflect reductions in year end manpower levels as requested by the President.
- J. A tentative ADP system has been established that will provide SRB with some assistance in compiling the annual Nepotism Study which requires many manhours annually to prepare. A more complete ADP system is planned for the future ADP systems.
- K. A compact filing and storage system has been installed called the Fullspace Mobile Shelving System, which has provided the office with additional storage and desk space, and has improved the appearance of the office. The new system has allowed us to remove 8 filing cabinets, one supply cabinet, and

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- L. The Xerox Telecopier machine has been used more this Fiscal Year than last year but the equipment seems to break down or get out of adjustment quite frequently.
- M. The position and the responsibility for coding T/O changes and the documents that establishes, as well as, maintains the Agency Applicant Record was transferred to SRB from OCS. This has provided OP with better control over this function and has caused no work problem as the employee who is performing this function has been doing a proficient job.
- N. Monthly reporting of the Agency's on duty strength and positions by office and by sub-category will start 31 July 1970. The report will have the same distribution as the monthly "EYES ONLY."
- O. Report Specifications have been drawn up for listings and tabulations that would satisfy all the requirements that are needed to produce the Quarterly and Annual Separation Summaries. OCS is currently reviewing these Report Specifications.
- P. A master report distribution book has been compiled which shows the current recipients of all the reports which are distributed by this office. This will provide SRB with better control and reference as to the disposition of reports and will also assist the SIPS Task Force in their operation concerning OP's requirements, both present and future.
- Q. The questionnaires which were sent out to the recipients of the Position Control Registers, the Date-of-Grade Listings By SD and By Office, the Agency Locator Register, and OER's Date-of-Grade listing were distributed and the returns tabulated by SRB, the results were sent to the SIPS Task Force. These returns will be used to assist OP and SIPS in designing future requirements.
- R. There were 4 new ADP systems established which are providing the following information:
 - (1) Listings of Employees who have been identified by SRB as married and both the husband and wife are employed by the Agency.
 - (2) Listings and tabulations reflecting Agency and non-Agency employees who have received one or more of the Agency's Honor and Merit Awards.
 - (3) Specialty and Home Registers of all the GS-08 through GS-15 "D" designated employees. These registers contain the qualifications of these "D" employees and the registers are used and controlled by the Clandestine Service.

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- (4) Language Control Registers which reflect all the positions, in T/O sequence, that have a "Specific" or a "General" language requirement. The language requirement and the level of skills are shown for each position, and it also shows those employees who are incumbering these positions if they have the language requirement.

- S. The revised computer produced semi-annual Age and Grade Distribution Report was received in July 1969 and was distributed as received from OCS, except that the necessary tables were placed in a binder and tabbed down by service designation. This revision has saved SRB approximately 180 manhours semi-annually and has allowed the report to be distributed 2 to 3 months earlier.

II. PROGRESS:

- 25X1A9a A. There has been some progress made during this past Fiscal Year in identifying what some of OP's future ADP requirements will be and the designing of same. Messrs. [REDACTED] 25X1A9a
[REDACTED] and myself having been working closely with the SIPS Task Force in resolving problems, establishing co-ordination procedures concerning report requirements, and designing new systems (reports).
- B. Two of three problems appearing in last year's annual report have been resolved while the third one did not materialize:
- (1) The need for more working and storage space has materialized by the installation of the Fullspace Mobile shelving System; and,
 - (2) The Ozalid Machine was modified to prevent paper from becoming trapped within the body of the machine, which would require that a portion of the machine to be dismantled in order to retrieve the trapped paper.
 - (3) The third problem did not arise as it pertained to the assumption that the Xerox Telecopier machine would be used quite frequently and would require one employee to spend 1/6 of his or her time assisting users of the machine. There was an increase in the use but not enough to cause any work problem.
- C. Have established a partial ADP system that will assist us in the preparation of the Annual Nepotism Study.

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- D. More storage and office space has been acquired through the installation of the Fullspace Mobile Shelving.
- E. Savings in manhours through better use of computers and their capabilities. The Age and Grade Distribution By Service Designation is a good example.

III. PROBLEMS:

- A. The DC/SRB and myself will be spending more time and effort with the SIPS Task Force and with Messrs. [REDACTED] and [REDACTED] in firming-up the new ADP requirements. This could cause work problems within SRB. 25X1A9a
- B. This fall will find this office short-handed with one employee in school, full-time, for one semester (10 weeks), another employee will probably be on maternity leave, and a third employee will go on active military duty in September from 2 to 4 weeks---two weeks are definite.
- C. I have recommended that the Report of Consultants Active During a Fiscal Year be prepared by Contract Personnel Division and not SRB. So far, a decision hasn't been reached. This could cause a delay in the preparation of this report if it is to be continued.

IV. FUTURE:

- A. The future will find SRB very much involved with the SIPS Task Force in formulating new requirements, systems design, determine the method of reporting, type of terminals, turn-around time, etc. We will be in continuous touch with the system analysts and programmers, and this can cause serious work problems within this office.
- B. There seems to be more emphasis being placed on young professionals which can result in special reporting in this area of the Agency's on duty strength.
- C. More assistance will be given to the Planning Staff, Office of Logistics, in areas affecting the proposed new building plans. The assistance could be in the form of strength figures by office by building by grade by sex, etc. or separation figures by selected reasons for separation.
- D. Assisting in new Agency Strength reduction programs as they occur.

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V. PLANS FOR FISCAL YEAR 1971:

- A. This office will be spending more time and effort in identifying new ADP requirements and in the designing of the related systems.
- B. There will be a continuation of ceiling controls during Fiscal Year 1971 through the use of daily and weekly strength reporting.
- C. More involvement with the Agency's Language Committee regarding the Language Control Registers and the proposed new language rosters of employees who have language skills.
- D. New report requirements pertaining to Agency employees who qualify for one of the various Federal Service Pins which are based on 10 years of Federal Service and increments of 5 years thereafter until more than 40 years of Federal Service is reached.
- E. Continuation of the review of current reports that are prepared by this office, as well as those that are generated by OCS, in order to delete those that are no longer being used and to revise or adjust those reports that require same.
- F. Schooling in the field of ADP for some of the members of the staff.

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Chief, Statistical Reporting Branch

Attachments:

- 1. Tab A - (a) Statistical Tables Prepared and Distributed
(b) Machine Listings and Tabulations Distributed
- 2. Tab B - Coding of Forms and Related Activities
- 3. Tab C - Agency Selected Activity Comparisons
Fiscal Year 69-70

Distribution:

- 2 - Addressee
- 1 - C/SRB

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STATISTICAL REPORTING BRANCH

FISCAL YEAR 1970

STATISTICAL TABLES PREPARED AND DISTRIBUTED

FREQUENCY	NO. OF REPORTS	NO. OF TABLES	NO. OF TABLES TIMES FREQ.	NO. OF RECIPIENTS	RECIPIENTS TIMES FREQ.
TOTAL*	221	340	2517	352	2073
Recurring	46	340	2517	177	1898
Weekly	8	10	520	12	624
Bi-Weekly	1	1	26	5	130
Monthly	25	122	1464	81	972
Quarterly	7	100	400	31	124
Semi-Annually	-	-	-	-	-
Annually	5	107	107	48	48
Specials	175	Variable	Variable	175	175

* Excludes forms coded and distributed during the Fiscal Year. See Attachment.

MACHINE LISTINGS AND TABULATIONS DISTRIBUTED

FREQUENCY	ACTUAL NO. OF REPORTS	NO. OF COPIES	NO. OF RPTS HANDLED BY SRB	NO. OF RECIPIENTS	RECIPIENTS TIMES FREQ.
TOTAL	485	1810	11239	889	6639
Recurring	414	1583	11012	840	6590
Bi-Weekly	14	38	988	12	298
Monthly	186	668	7836	399	4776
Quarterly	59	219	880	299	1136
Semi-Annually	75	356	706	86	172
Annually	57	212	212	21	21
Non-Scheduled	23	90	390	23	187
Specials	71	227	227	49	49

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CODING OF FORMS AND RELATED ACTIVITIES
PERFORMED BY THE STATISTICAL REPORTING BRANCH
FISCAL YEAR 1970

I. PERSONNEL EMERGENCY AND LOCATOR RECORD

25X9

- A. Forms 642 and 642(a) Coded
- B. ADP Processed Forms Returned to Offices
- C. Locator Flex-o-line Strips Distributed -
Total 5 sets
- D. Address Cards Sent to Telephone Office
- E. Deletions

II. RED LINE DIRECTORY - TOTAL CODED

- A. Changes 1,015
- B. Additions 473
- C. Deletions 417

III. GRAY LINE DIRECTORY - TOTAL CODED

- A. Changes 545
- B. Additions 254
- C. Deletions 200

IV. GREEN LINE DIRECTORY - TOTAL CODED

- A. Changes 81
- B. Additions 198
- C. Deletions 150

V. OVERSEAS RECORD - LINES CODED

VI. INVITEE TRAVEL RECORD - FORMS CODED

2,118

C

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